



COUNTY OF SAN DIEGO  
DEPARTMENT OF HOUSING  
AND COMMUNITY DEVELOPMENT

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# **Notice of Funding Availability (NOFA) Housing/Homeless Services**

**Source of Funds:**

Emergency Shelter Grant (ESG)

Community Development Block Grant (CDBG)

**Proposals Due  
5:00 p.m. Friday, August 1, 2003**

*Catherine J. Trout  
Director*

[http://www.co.san-diego.ca.us/sdhcd/organizations/housing\\_services\\_nofa.html](http://www.co.san-diego.ca.us/sdhcd/organizations/housing_services_nofa.html)

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3989 Ruffin Road · San Diego, CA · 92123-1890 · 858/694-4817 · FAX: 858/694-4871



# COUNTY OF SAN DIEGO

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## ***Section One - Notice of Funding Availability (NOFA)***

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### **I. Introduction**

Under this NOFA, the County Board of Supervisors provides:

- Emergency Shelter Grant (ESG) funding directly to project sponsors for rehabilitating, renovating, converting or operating emergency shelters.
- Community Development Block Grant (CDBG) funding for a Minor Rehabilitation/Home Security Program that provides minor repair work and general maintenance, and home security and safety devices, to owner-occupied households, primarily seniors, with total household incomes below 80% of the regional median income.
- CDBG funding for a Shared Housing program that matches persons in need of housing with residents who have space in their homes to share for a minimal amount of compensation.

### **II. Funding Available: Approximately \$365,850**

Through the U.S. Department of Housing and Urban Development Emergency Shelter Grant Program (ESG) and the Community Development Block Grant (CDBG), the County of San Diego has approximately \$365,850 available under this NOFA. These funds are available to nonprofit organizations and public entities sponsoring projects within the Urban County. The Urban County consists of the unincorporated area and the cities of Coronado, Del Mar, Imperial Beach, Lemon Grove, Poway, and Solana Beach. The approximate amount for each funding source is:

<u>Funding Source</u>	<u>Amount</u>	<u>Type of Award</u>
ESG-Homeless Shelter Rehabilitation /Services	\$ 211,850	Grant
CDBG-Minor Rehabilitation/Home Security	\$100,000	Grant
CDBG-Shared Housing	\$54,000	Grant

### **III. Conditions**

San Diego County, Department of Housing and Community Development (HCD) reserves the right to determine which funding source will be used to fund specific proposals, negotiate and award contracts to multiple applicants and request additional information from applicants. By the act of submitting a proposal, applicants acknowledge and agree to the terms and conditions of this NOFA and to the accuracy of the information they submit in response. HCD reserves the right to reject any and all submittals, waive any irregularities in the submittal requirements, or cancel this NOFA. All submittal packages become the property of HCD and, as such, are subject to the Public Information Act and become public property.

All requirements of the federal Community Development Block Grant Program and the Emergency Shelter Grant Program apply under this NOFA. Assistance with these regulations may be obtained from HCD by calling (858) 694-4818.

### **IV. Proposal Review**

Proposals are subject to preliminary review for completeness. All proposals containing the required items will be reviewed by HCD staff. Applicants of incomplete or ineligible proposals will be so notified. A determination will also be made concerning the consistency of the

proposal with the priorities outlined in the County of San Diego Consortium 2000-2005 Consolidated Plan.

Following the above review, the application and County HCD staff comments will be considered by a County HCD staff committee. Based on the committee review, the Community Development Division Manager will then make recommendations to the Director of HCD for County Board of Supervisors' consideration.

V. Technical Assistance, Clarification and Addenda

Consultation with County HCD staff to discuss potential project concepts, funding regulations, application requirements, etc. is available year-round by appointment. County HCD staff will be available for clarification of application contents and regulations. Requests for clarifications regarding this NOFA should be directed to: April Torbett, Department of Housing and Community Development, 3989 Ruffin Road, San Diego, CA 92123-1890, at (858) 694-8724 or by email at [April.Torbett@sdcounty.ca.gov](mailto:April.Torbett@sdcounty.ca.gov).

Substantive changes in the submittal requirements, if any, will be made and issued in the form of an addendum to all organizations requesting a NOFA package.

VI. Submittals

NOFA applications can be obtained at HCD's Office at 3989 Ruffin Road, San Diego, or from HCD's website: [http://www.co.san-diego.ca.us/sdhcd/organizations/housing\\_services\\_nofa.html](http://www.co.san-diego.ca.us/sdhcd/organizations/housing_services_nofa.html).

Sealed submittals marked "County of San Diego, Department of Housing and Community Development, ATTN: Community Development Division" will be received at the Department of Housing and Community Development office--3989 Ruffin Road, San Diego, CA 92123-1890--until **5:00 p.m., Friday, August 1, 2003**. Faxed copies will not be accepted. Respondents must include an original and one copy.

County of San Diego  
Department of Housing and Community Development

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## ***Section Two - NOFA Funding Sources***

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### **I. COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM SUMMARY STATEMENT**

The Community Development Block Grant Program (CDBG) is a federal block grant program created by Congress. CDBG-funded projects must provide an appropriate benefit to Urban County residents, as well as satisfy one of three national program objectives: (1) Provide a benefit to low and moderate income persons; (2) Prevent or eliminate slums and blight; or (3) Meet needs having a particular urgency. The County of San Diego Board of Supervisors allocates the County's CDBG entitlement to various expenditure categories during the strategy public hearing. For more information, please contact HCD staff at (858) 694-4817 or by email at [Joan.Herskowitz@sdcounty.ca.gov](mailto:Joan.Herskowitz@sdcounty.ca.gov).

CDBG Activities Eligible Under this NOFA:

#### **A. Minor Rehabilitation and Home Security Program Summary**

The Minor Rehabilitation and Home Security Program is a CDBG program that provides minor repair work and general maintenance, and home security and safety devices, to owner-occupied households, primarily seniors, with total household incomes below 80% of the regional median income. See Attachment A for income limits. This program operates exclusively in the San Diego Urban County.

This program will provide security improvements and repairs for eligible residents. Contracts will be awarded for one year, with an option to extend the contract for an additional year based upon performance and funding availability. Awards may be made to more than one contractor in order to ensure that all eligible residents in the Urban County can access the service. The contractor shall provide public information and outreach for the program, including distribution of the information to low and moderate-income households in the Urban County. This is a firm fixed price contract. Payments are based on a unit of service rate. See additional program specifications in Attachment B.

#### **B. Shared Housing Program**

This Notice includes funding for the Shared Housing Program. This program matches persons in need of housing with residents who have space in their homes to share for a minimal amount of compensation. The target populations for this service are seniors (62 or older), disabled persons, victims of domestic violence, homeless persons, illiterate persons, migrant farm workers, and/or low- and moderate-income persons. Awards may be made to more than one contractor to ensure that residents of the Urban County are served by the shared housing program. Contracts will be awarded for one year, with the option to extend the contract for an additional year based upon performance and funding availability. See additional program specifications in Attachment C.

### **II. EMERGENCY SHELTER GRANT PROGRAM**

The Emergency Shelter Grant (ESG) Program is a federal program established under the Stewart B. McKinney-Vento Homeless Assistance Act of 1987. Under this NOFA, ESG funds can be used for:

#### **A. Rehabilitating, renovating or converting buildings into emergency shelters.**

NOTE: If applying for this activity please call or email April Torbett at (858) 694-8724 or email at [April.Torbett@sdcounty.ca.gov](mailto:April.Torbett@sdcounty.ca.gov) for a supplemental application for ESG rehabilitation, renovation, or conversion.

- B. Providing essential services to the homeless (not more than 30 percent of the total grant received by HCD may be used for these services).
- C. Paying for maintenance, operation, staff costs (up to ten percent), rent, repair, security, fuel, equipment, insurance, utilities, and furnishings.

Section 576.71 of ESG regulations requires a 100 percent funding match. ESG funds will be awarded to government agencies or jurisdictions, or nonprofit organizations for one year, with an option to extend the contract for an additional year, based on performance and funding availability.

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## ***Section Three - Proposal Parameters***

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### ***I. Requirements for Submittal***

To be responsive, a complete NOFA Application must contain the following items:

#### ***A. Affordability***

Attachment A outlines income eligibility levels.

- "Very Low-Income" households are defined here as households who's adjusted household income is at or below 50 percent of area median income (AMI).
- "Low-income" households are defined here as households who's adjusted household income is between 51 and 80 percent of area median income (AMI).
- "Median income" is defined and published periodically by the United States Department of Housing and Urban Development (HUD) for the San Diego Standard Metropolitan Statistical Area.

#### ***B. Project Location***

Projects must be located within the jurisdiction of the Urban County of San Diego or serve residents of the Urban County. The following areas are eligible<sup>1</sup>:

- Unincorporated Area of the County of San Diego;
- City of Coronado;
- City of Del Mar;
- City of Imperial Beach;
- City of Lemon Grove;
- City of Poway;
- City of Solana Beach.

#### ***C. Consistency with the FY 2000-2005 County of San Diego Consortium Consolidated Plan***

Applicants are required to demonstrate that their project is consistent with the County of San Diego's current HUD-approved Consolidated Plan. Item 6 in the NOFA application addresses this requirement.

#### ***D. Match Requirements***

ESG regulations require a 100 percent funding match.

#### ***E. Board Resolution***

An applicant must submit a resolution of its Board of Directors authorizing the submittal of a proposal and identifying who is authorized to execute documents. Use EXHIBIT 2.

#### ***F. Articles of Incorporation and By-Laws***

All proposals must include current Articles of Incorporation and By-Laws for the organization.

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<sup>1</sup> Effective July 1, 2003, the City of San Marcos will become a CDBG entitlement city and will therefore be excluded from the Urban County.



#### *G. Audited Financial Statements*

Submitted audited financial statements must be current within the last 12 months, and must include a Financial Statement indicating surplus or deficits in operating accounts, a detailed itemized listing of income and expenses, and the amounts of any fiscal reserves. Such audit shall be prepared in accordance with the requirements of the County, certified by an independent certified public accountant licensed in California or other accountant acceptable to the County.

In accordance with Office of Management and Budget OMB Circular A-133, any non-federal entity, including States, Local Governments, and Non-Profit Organizations, that expend \$300,000 or more in a year in Federal awards shall have an OMB Circular A-133 single audit conducted for that year.

If applicable, provide a copy of the OMB Circular A-133 audit and written notification of the results of the OMB Circular A-133 audit. In addition, in compliance with all Federal requirements, provide HCD with the corrective action plan for any deficiencies identified in the OMB Circular A-133 audit and the latest status of the corrective action plan.

#### *H. Minimum Organization Standards For Nonprofit Developers*

Nonprofit applicants for HCD grants must provide certification of the following organization standards:

- A minimum of four directors establishes a quorum for conducting organization business;
- The organization conducts quarterly board meetings;
- Quarterly financial statements are reviewed by the board of directors; and,
- The executive director and other paid staff do not serve as voting board members.

#### *I. Evidence of Funding Commitments*

Letters from other funding sources must include the name, title, and telephone number of the responsible contact person.

## II. Requirements for Funding

Once the project is approved by the Board of Supervisors, the following items must be completed prior to funding.

### *A. Environmental Review*

From the time the application has been submitted, the contractor must not commit funds or take any choice limiting actions (including option agreements or contracts for site purchase, excavation, filling, construction, rehabilitation, renovation, conversion or other physical activities) until completion of the environmental processing and HUD's formal Release-of-Funds, regardless of whether the work would be accomplished with federal funds or other matching funds. Failure to comply will jeopardize the availability of HUD funds for the project. An environmental review must be completed before County HCD will execute a contract. County staff conducts this review using information provided in the application.

### *B. Insurance Requirements*

#### General Liability Insurance

Funding recipients will be required to obtain and provide evidence of general liability insurance in the amount of \$1 million with the County named as an additional insured.

#### Automobile Liability Insurance

Funding recipients will be required to obtain and provide evidence of automobile liability insurance in the amount of \$1 million. If the recipients do not have any "Owned" automobile, "Hired and Non-Owned" automobile liability will meet this requirement.

#### Endorsement to General Liability Insurance

Each Contractor is required to name the County of San Diego as an additional insured on their general liability insurance policy.

California Workers' Compensation and Employer's Liability-As required by the State of California Labor Code.

Depending on the contract scope of work, the requirement for Builders Risk on an All Risk basis and Contract Bonds may need to be included in the funding recipient's insurance coverage.

**Proof of insurance meeting the above requirements is to be submitted to HCD ten (10) days prior to contract execution.**

### III. Project Administration and Monitoring

County HCD is the administrative and monitoring agency for projects awarded through this NOFA. Note the following project funding conditions:

#### *A. Disbursement of Funds*

Subsequent to the award of funds by the County Board of Supervisors, it is estimated that it will take between one to two months before contract documents are executed. The actual time will vary according to the complexity of the approved developments, environmental constraints, and contract negotiations. In addition, the Director of HCD is authorized to negotiate and execute all contracts within 12 months of approval by the Board of Supervisors and the Board of Commissioners, and to take all necessary actions for the submittal and/or regulatory processing for the implementation of affordable housing projects.

Under this NOFA, the County will award ESG and CDBG funds in the form of grants. County HCD distributes funds through a reimbursement program. Expenses incurred prior to the effective date of the executed contracts are not eligible for reimbursement. Billings for reimbursement must be submitted in accordance with contract specifications, 24 CFR part 84 and OMB Circulars A-110, A-122, A-133.

#### *B. Funding Reallocations*

The County of San Diego reserves the right to reallocate funds from one approved project to another or to a new activity, or to cancel fund reservations at its discretion if projects are not proceeding satisfactorily (in the sole opinion of County HCD) towards commencement of the proposed activity.

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## ***Section Four - Pertinent Regulatory Requirements***

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Numerous federal, state and local laws, regulations and/or executive orders apply to CDBG and ESG funded activities. These are referenced within Program "Certification" forms, which are signed and submitted each year by the grant recipient (County of San Diego) to the U.S. Department of Housing and Urban Development (HUD). It states that the County will comply with all regulatory requirements. Copies can be provided by HUD.

The following miscellaneous listing is provided to clarify requirements that have sometimes been overlooked or misunderstood, leading to regulatory violations.

THIS IS NOT A COMPLETE LISTING OF PROGRAM REQUIREMENTS.

### **I. Environmental Review Processing**

Prior to the formal commitment of any funds, all funded projects must be processed in accordance with the California Environmental Quality Act (CEQA) and National Environmental Protection Act (NEPA) requirements. These regulations examine the impact of land development on the environment. In addition, federal assistance carries with it environmental review responsibilities to determine hazards which may impact a proposed CDBG or ESG project and its residents/clients, such as noise impacts.

From the time the application is submitted, the contractor must not commit funds or take any choice limiting actions (including contracts for site purchase, excavation, filling, construction, rehabilitation, or other physical activities) until completion of the environmental processing and HUD's formal release-of-funds, regardless of whether the work would be accomplished by federal funding or other matching funds.

San Diego County Environmental Services staff will complete the NEPA review for all Urban County projects. They will also complete the CEQA review for projects located in the unincorporated parts of the County; however, projects located in any of the seven cities within the Urban County must complete the CEQA review. This CEQA documentation must be submitted no later than the date of Board consideration of the proposal. HCD staff will keep applicants apprised of the progress of environmental processing and the anticipated date of HUD's release-of-funds.

### **II. Conflict of Interest**

Strict federal and state non-conflict of interest laws and regulations apply to all County and/or sub-recipient agency (i.e., participating cities, districts, non-profit agencies, etc.) staff who are engaged in implementing funded activities. In brief, these requirements prohibit all County and/or sub-recipient agency staff, their families, or family/business ties from obtaining any financial interest in a funded contract if they participated in or had inside information about the contract, for up to a year after their tenure.

The full text of these requirements is detailed and penalties allowed for violations are severe.

### **III. Volunteer Labor**

Volunteer labor may only be used to implement funded projects in very limited circumstances, in accordance with Federal Labor Standards, Davis-Bacon Act requirements, California State law and with the approval of HUD, County HCD and (in some instances) the California Director of Industrial Relations. County HCD staff must, therefore, be advised early if volunteer labor is to be used so that a determination can be made as to whether the project meets the applicable criteria.

#### IV. Competitive Bidding Requirements

Agencies implementing projects must obtain competitive bids or estimates for all materials purchased and work to be accomplished by contractors or sub-contractors. Documentation of such competition must be maintained for review by HUD staff during monitoring visits.

Rehabilitation or projects involving construction must also ensure that construction contractors or sub-contractors are selected using a formal Request For Bids (RFB) package and advertisement must be prepared and pre-approved by County HCD staff. The RFB package must include required federal labor standards and current Davis/Bacon Act wage rates.

#### V. Non-Discrimination and Equal Opportunity

All projects assisted with CDBG and ESG funds must comply with non-discrimination and equal opportunity policies. Recipients of HCD grants must make all facilities and services available to all on a nondiscriminatory basis, and publicize this fact. Recipients of HCD funds must adopt procedures to disseminate information to anyone who is interested regarding the existence and location of handicap assessable services or facilities. The procedures that a recipient uses to convey the availability of such facilities and services should reach persons with handicaps or persons of any particular race, color, religion, sex, age, familial status or national origin within their service area who may qualify.

#### VI. Lead-Based Paint Reduction Requirements

New lead-based paint regulations, effective September 15, 2000, were issued under Sections 1012 and 1013 of the Residential Lead-Based Paint Hazard Reduction Act of 1992, which is Title 10 of the Housing and Community Development Act of 1992. They appear in Title 24 of the Code of Federal Regulations as Part 35 (24 CFR 35). Any project for which federal funds are being obligated or committed after September 15, 2000 must comply with these regulations.

The regulations set hazard reduction requirements that give much greater emphasis to reduction of lead in house dust than do existing regulations. Scientific research has found that exposure to lead in dust is the most common way young children become lead poisoned. For this reason the new regulations require dust testing after paint is disturbed to ensure that homes are lead-safe. Specific requirements depend on whether the housing is being disposed of or assisted by the federal government, and also on the type and amount of financial assistance, age of the structure, and whether the dwelling is a rental or is owner-occupied.

If the application is for housing covered by the regulations below, the application's budget must include anticipated costs associated with lead-based paint reduction. There are no separate funds available in the NOFA for lead-based paint reduction activities. Further information on lead-based paint reduction can be obtained from the HUD Office of Lead Hazard Control at (202) 755-1785 or by email at <http://www.hud.gov/lea/leahome.html> and from County staff at (858) 694-4802 or by email at [Layla.Fiske@sdcounty.ca.gov](mailto:Layla.Fiske@sdcounty.ca.gov).

A summary of lead hazard reduction requirements for various types of housing programs is on the following pages. Below is a description of the types of housing covered and not covered by the regulations.

- Types of housing covered include: a) Federally-owned housing being sold; b) Housing receiving a federal subsidy that is associated with the property, rather than with the occupants (project-based assistance); c) Public Housing; d) Housing occupied by a family (with a child) receiving a tenant-based subsidy (such as a voucher or certificate); e) Multifamily housing for which mortgage insurance is being sought; and, f) Housing receiving federal assistance for rehabilitation, reducing homelessness, and other special needs.
- Types of housing not covered include: a) Housing built since January 1, 1978, when lead paint was banned for residential use; b) Housing exclusively for the elderly or people with disabilities, unless a child under age 6 is expected to reside there; c) Zero-bedroom dwellings, including efficiency apartments, single-room occupancy housing, dormitories, or military barracks; d) Property that has been found to be free of lead-based paint by a certified lead-based paint inspector; e) Property where

- all lead-based paint has been removed; f) Unoccupied housing that will remain vacant until it is demolished; g) Non-residential property; h) Any rehabilitation or housing improvement that does not disturb a painted surface; and, i) Emergency homeless assistance, unless the assistance lasts more than 100 days, in which case the rule does apply.

**NOTE: Clearance is always required after abatement, interim controls, paint stabilization, or standard treatments.**

Subpart of Rule/Type Program		Construction Period	Requirements
A.	Disposition by Federal Agency other than HUD	Pre-1960	<ul style="list-style-type: none"> <li>• LBP inspection and risk assessment.</li> <li>• Abatement of LBP hazards.</li> <li>• Notice to occupants of inspection/abatement results.</li> </ul>
		1960-1977	<ul style="list-style-type: none"> <li>• LBP inspection and risk assessment.</li> <li>• Notice to occupants of results.</li> </ul>
B.	Project-Based Assistance by Federal Agency other than HUD	Pre-1978	<ul style="list-style-type: none"> <li>• Provision of pamphlet.</li> <li>• Risk assessment.</li> <li>• Interim controls.</li> <li>• Notice to occupants of results.</li> <li>• Response to EBL child.</li> </ul>
C.	HUD-Owned Single Family Sold with a HUD-Insured Mortgage	Pre-1978	<ul style="list-style-type: none"> <li>• Visual assessment.</li> <li>• Paint stabilization.</li> <li>• Notice to occupants of clearance.</li> </ul>
D.	Multifamily Mortgage Insurance		
	1. For properties that are currently residential	Pre-1960	<ul style="list-style-type: none"> <li>• Provision of pamphlet.</li> <li>• Risk assessment.</li> <li>• Interim controls.</li> <li>• Notice to occupants.</li> <li>• Ongoing LBP maintenance.</li> </ul>
		1960-1977	<ul style="list-style-type: none"> <li>• Provision of pamphlet.</li> <li>• Ongoing LBP maintenance.</li> </ul>
	2. For conversions and major renovations.	Pre-1978	<ul style="list-style-type: none"> <li>• Provision of pamphlet.</li> <li>• LBP inspection.</li> <li>• Abatement of LBP.</li> <li>• Notice to occupants.</li> </ul>

E.	Project-Based Assistance (HUD Program)		
	1. Multifamily property Receiving more than \$5,000 per unit per year	Pre-1978	<ul style="list-style-type: none"> <li>• Provision of pamphlet.</li> <li>• Risk assessment.</li> <li>• Interim controls.</li> <li>• Notice to occupants.</li> <li>• Ongoing LBP maintenance and reevaluation.</li> <li>• Response to EBL child.</li> </ul>
	2. Multifamily property – receiving less than or equal to \$5,000 per unit per year, and single family properties	Pre-1978	<ul style="list-style-type: none"> <li>• Provision of pamphlet.</li> <li>• Visual assessment.</li> <li>• Paint stabilization.</li> <li>• Notice to occupants.</li> <li>• Ongoing LBP maintenance.</li> <li>• Response to EBL child.</li> </ul>
F.	HUD-Owned Multifamily Property	Pre-1978	<ul style="list-style-type: none"> <li>• Provision of pamphlet.</li> <li>• LBP inspection and risk assessment.</li> <li>• Interim controls.</li> <li>• Notice to occupants.</li> <li>• Ongoing LBP maintenance.</li> <li>• Response to EBL child.</li> </ul>
G.	Rehabilitation Assistance		
	1. Property receiving less than or equal to \$5,000 per unit	Pre-1978	<ul style="list-style-type: none"> <li>• Provision of pamphlet.</li> <li>• Paint testing of surfaces to be disturbed, or presume LBP</li> <li>• Safe work practices in rehab.</li> <li>• Repair disturbed paint.</li> <li>• Notice to occupants.</li> </ul>
	2. Property receiving more than \$5,000 and up to \$25,000	Pre-1978	<ul style="list-style-type: none"> <li>• Provision of pamphlet.</li> <li>• Paint testing of surfaces to be disturbed, or presume LBP</li> <li>• Risk assessment.</li> <li>• Interim controls.</li> <li>• Notice to occupants.</li> <li>• Ongoing LBP maintenance if HOME or CILP.</li> </ul>
	3. Property receiving more than \$25,000 per unit	Pre-1978	<ul style="list-style-type: none"> <li>• Provision of pamphlet.</li> <li>• Paint testing of surfaces to be disturbed, or presume LBP.</li> <li>• Risk assessment.</li> <li>• Abatement of LBP hazards.</li> <li>• Notice to occupants.</li> <li>• Ongoing LBP maintenance.</li> </ul>

H.	Acquisition, Leasing, Support Services, or Operation	Pre-1978	<ul style="list-style-type: none"> <li>• Provision of pamphlet.</li> <li>• Visual assessment.</li> <li>• Paint stabilization.</li> <li>• Notice to occupants.</li> <li>• Ongoing LBP maintenance.</li> </ul>
I.	Public Housing	Pre-1978	<ul style="list-style-type: none"> <li>• Provision of pamphlet.</li> <li>• LBP inspection.</li> <li>• Abatement of LBP.</li> <li>• Risk assessment if LBP not yet abated.</li> <li>• Interim controls if LBP not yet abated.</li> <li>• Notice to occupants.</li> <li>• Response to EBL child.</li> </ul>
J.	Tenant-Based Rental Assistance	Pre-1978	<ul style="list-style-type: none"> <li>• Provision of pamphlet.</li> <li>• Visual assessment.</li> <li>• Paint stabilization.</li> <li>• Notice to occupants.</li> <li>• Ongoing LBP maintenance.</li> <li>• Response to EBL child.</li> </ul>

LBP = Lead-Based Paint

EBL= Elevated Blood Level



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## Section Five - NOFA Application General Instructions

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Please prepare the application clearly and concisely. Refer to specific application instructions for each funding source, as appropriate.

### 1. PROJECT TITLE

Self-explanatory

### 2. APPLICANT

Enter the name, mailing address, telephone number and fax number of the project sponsor. Also list a contact person most knowledgeable about the project, including telephone number, and email address.

### 3. ORGANIZATIONAL STATUS

#### Definitions

*Nonprofit:* Organizations with a tax exemption ruling from the IRS in the form of a 501(c)(3) certificate.

*Public Entity:* A governmental jurisdiction or agency.

### 4. SUMMARY OF FUNDING REQUEST

Enter your request(s) for funding by general activity and funding source.

#### General Activity Descriptions

*ESG Rehabilitation/Services* – Providing rehabilitation, renovation or conversion of an emergency shelter, providing essential services to the homeless, including homeless prevention activities and paying for maintenance, operation, staff costs, rent, repair, security, fuel, etc.

NOTE: If applying for rehabilitation, renovation or conversion please call or email April Torbett at (858) 694-8724 or email at [April.Torbett@sdcounty.ca.gov](mailto:April.Torbett@sdcounty.ca.gov) for a supplemental ESG application.

*CDBG Minor Rehabilitation/Home Security* - Providing minor repair work and general maintenance, and home security and safety devices, to owner-occupied households with total household incomes below 80% of the regional median income. See Attachment B for program specifications.

*CDBG Shared Housing* - Matches persons in need of housing with residents who have space in their homes to share for a minimal amount of compensation. See Attachment C for program specifications.

### 5. TARGET POPULATION

Indicate the population your project will serve. "Low and Moderate-Income Households" encompasses both individuals and families.

### 6-10: Self-explanatory

**PROJECT EXHIBITS:**

The following table outlines the appropriate forms that should be completed and submitted as part of this application.

	ESG	CDBG
<i>Shared Housing</i>		Exhibit 1,2
<i>Minor Rehabilitation &amp; Home Security</i>		Exhibit 1,2
<i>Emergency Shelter Operations</i>	Exhibit 1,2	

**EXHIBIT 1 - Operating Budget for ESG Services, Minor Rehabilitation/Home Security and Shared Housing Projects**

This form compares services project costs with your plan for financing the project.

- First, enter project cost estimates for each budget category in the "Project Cost Estimates" column. Total the estimates in the "Total Project Cost" cell.
- Second, use the remainder of the columns to indicate the sources through which the project will be funded. Columns for this Housing NOFA request (HCD NOFA Funds) and your organization's contribution (Applicant's Funds) have already been labeled. For each funding source, indicate the budget categories for which the funds will be used and the status of that funding (i.e., whether the funds are committed, pending, or have not yet been requested). Attach documentation verifying the status of the funding as well. Total the funding from each source in the bottom cell of each column.
- Third, add the different source totals together. This number should equal the number you have in the "Total Project Cost" cell.

**EXHIBIT 2 – Board Resolution**

An applicant must submit a resolution of its Board of Directors authorizing the submittal of a proposal and identifying who is authorized to execute documents.

**ATTACHMENTS:**

- Articles of Incorporation and By-Laws
- Audited Financial Statements/Single Audit (less than 1 year old)
- Certification:  
For nonprofit organizations, proof of 501(c)(3) status and an up-to-date roster of the applicant's board of directors.
- Evidence of Funding Source Commitments (For ESG, evidence of 100% match)

## APPLICATION CHECK LIST

*Please complete the following checklist and submit this form with the application.*

All pages 8.5 x 11 inches

One master copy (no staples or binders) and one copy; both signed.

### Requirements For Submittal

- ☐ NOFA Application with Exhibits (pages 19-24)

#### ATTACHMENTS:

- ☐ Articles of Incorporation and By-Laws
- ☐ Audited Financial Statements/Single Audit (less than 1 year old)
- ☐ Board Resolution
- ☐ Certification:
- For nonprofit organizations, proof of 501(c)(3) status and an up-to-date roster of the applicant's board of directors.
- ☐ Evidence of Funding Source Commitments (For ESG, evidence of 100% match)

The following requirements need not be submitted with the initial NOFA application. However, the applicant is encouraged to submit available documentation for the requirements below.

### Requirements for Funding

- ☐ Environmental Review
- ☐ General Liability Insurance, Automobile Liability Insurance and Workers Compensation Insurance.

The proposal and its submittals have been reviewed for completeness using the checklist above.

Authorized Signature: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

# NOFA APPLICATION

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**County of San Diego**  
**Department of Housing and Community Development**  
*Housing/Homeless Services*

Emergency Shelter Grant (ESG)  
Community Development Block Grant (CDBG)

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1. **PROJECT TITLE:** \_\_\_\_\_

2. **APPLICANT:** \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Contact: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

3. **ORGANIZATIONAL STATUS** (Check all that apply):

☐ Nonprofit

☐ Public Entity

4. **SUMMARY OF FUNDING REQUEST** (List by funding source and general activity):

	<b>ESG</b>	<b>CDBG</b>
<i>Shared Housing</i>	\$	\$
<i>Minor Rehab/Home Security</i>	\$	\$
<i>Homeless Rehab/Services</i>	\$	\$
<b><i>TOTAL REQUEST</i></b>	\$	\$

5. **TARGET POPULATION** (Check all that apply):

☐ Seniors

☐ Low-income households

☐ Special Needs

## **6. General Project Information**

NOTE: If applying for ESG Rehabilitation, Renovation or Conversion please call April Torbett at (858) 694-8724 or email at [April.Torbett@sdcounty.ca.gov](mailto:April.Torbett@sdcounty.ca.gov) for a supplemental application.

**Attach pages as necessary to describe the following:**

Describe how your project is consistent with the priorities outlined in the County of San Diego Consortium 2000-2005 Consolidated Plan.

Provide a summary description of project proposed, including the projected number of clients or units/beds to be served.

## **7. Targeting**

**Attach pages as necessary to describe the following:**

"Low-income households" encompasses both individuals and families.

- |      |   |       |
|------|---|-------|
| (1)  | Total number of housing units/beds upon project completion:                     | _____ |
| (2)  | Total number of assisted units/beds upon project completion:                    | _____ |
| (3)  | Total number of very low-income households<br>( $<35\%$ of AMI) to be served:   | _____ |
| (4)  | Total number of low-income households<br>( $36-50\%$ of AMI) to be served:      | _____ |
| (5)  | Total number of households with incomes $51-60\%$ of AMI<br>to be served:       | _____ |
| (6)  | Total number of moderate-income households<br>( $61-80\%$ of AMI) to be served: | _____ |
| (7)  | Total number of households with incomes above $80\%$<br>of AMI to be served:    | _____ |
| (8)  | Total number of homeless persons to be served:                                  | _____ |
| (9)  | Total number of seniors to be served:   | _____ |
| (10) | Total number of special needs households to be served:                          | _____ |
| (11) | Other project objectives:   | _____ |

## **8. Applicant Experience**

**Attach pages as necessary to describe the following:**

### **A. Organization**

Describe the following for the organization:

1. Mission Statement
2. Past activities/experience
3. Administrative structure
4. Cost Allocation Plan

B. Technical Capacity

1. Describe the organization's capability to administer the project proposed.
2. Attach resumes of staff and consultants specifically assigned to this project and describe contractual relationship.

**9. Other**

State anything else about the proposed project. Please limit comments to the space available.

**10. Certification**

**The undersigned certifies under penalty of perjury that all statements made in this proposal are true and correct to the best of the undersigned's knowledge.**

Authorized Signature [Board Officer]

Typed Name

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Title

Date Signed

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Return one original and one signed copy of the NOFA Application and Attachments to:

Department of Housing and Community  
Development  
County of San Diego  
Attn: Community Development Division  
3989 Ruffin Road  
San Diego, CA 92123-1890

***EXHIBIT 1 - Operating Budget for ESG Services, Minor Rehabilitation/Home Security and Shared Housing***

Project Title: \_\_\_\_\_

Applicant: \_\_\_\_\_

Budget Categories	Project Cost Estimates	Sources of Funds									
		HCD NOFA Funds		Applicant's Funds		1.		2.		3.	
		Amount	Status*	Amount	Status*	Amount	Status*	Amount	Status*	Amount	Status*
SOURCE TOTAL											
	TOTAL PROJECT COST	*C=Committed Funds; P=Funds that have been applied for & decision is pending; N=Funds that have not yet been requested. <b>Also include Funding Source Commitment Documentation</b>									



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**Exhibit 2**  
**Board Resolution**

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[Letterhead of Applicant]

**RESOLUTION OF BOARD OF DIRECTORS**  
**OF**

\_\_\_\_\_

WHEREAS, this entity has a minimum of four directors who constitute a quorum for conducting organization business; the organization conducts quarterly board meetings; quarterly financial statements are reviewed by the board; and, the executive director and other paid staff do not serve as voting board members;

WHEREAS, \_\_\_\_\_ is a \_\_\_\_\_ [Status of Corporation, i.e. A Nonprofit Public Benefit Corporation, qualified pursuant to the provisions of Internal Revenue Code Section 501 (c) (3), etc.];

WHEREAS, \_\_\_\_\_, recognizes that the community at large, and especially low-income residents have many diverse needs for social, housing, education and other services;

WHEREAS, \_\_\_\_\_, is committed to effectively serving the communities referenced in the prior recital; and

NOW THEREFORE BE IT RESOLVED as follows:

1. That \_\_\_\_\_ is committed to providing safe, decent and affordable housing for persons of very low, low and moderate-income levels;
2. That on or about \_\_\_\_\_, 200\_\_\_\_, the Board of Directors voted to authorize the \_\_\_\_\_ [title of person authorized], or his designee, to apply for and accept assistance of the \_\_\_\_\_ Project, for the purpose of obtaining a grant to provide for the \_\_\_\_\_ [purpose, i.e. rehabilitation, renovation, conversion, or service provision, etc.] of the Project, in an amount not to exceed \_\_\_\_\_ (\$\_\_\_\_) from the County of San Diego, Department of Housing and Community Development.
3. That the Board of Directors further voted to authorize the \_\_\_\_\_ [title of person], or his designee, to execute any and all documents required by the County of San Diego, Department of Housing and Community Development to document and secure its grant.
4. That the Board of Directors further authorized the \_\_\_\_\_ [title of person], or his designee, to perform all acts and to do all things necessary, in the opinion of the County of San Diego, Department of Housing and Community Development to implement the funding and making of the grant.

I, the undersigned, certify that this Resolution was adopted at regularly or specially noticed meeting of the Board of Directors on \_\_\_\_\_, 200\_\_\_\_, at which a quorum of the Board of Directors was present, and at which the requisite percentage of the quorum voted to adopt the Resolution and that the Resolution has not been rescinded, modified or canceled as of the date of my execution of the same and that it remains in full force and effect as of this date. I further understand that the County of San Diego, Department of Housing and Community Development is relying on the validity of this Resolution in taking the actions to process and approve the application.

I declare under penalty of perjury, under the laws of the State of California that the foregoing is true and correct.

Executed this \_\_\_\_ day of \_\_\_\_\_, 200\_\_\_\_, at San Diego, California.

By: \_\_\_\_\_

Title: \_\_\_\_\_

# NOFA ATTACHMENTS

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**Attachment A**  
**HUD Income Limits for the County of San Diego – Calendar Year 2003**

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The following are income limits for moderate, low and extremely low-income families, adjusted for family size.								
INCOME	FAMILY SIZE							
	1	2	3	4	5	6	7	8
Moderate (80% of MFI)	\$35,750	\$40,850	\$45,950	\$51,050	\$55,100	\$59,200	\$63,300	\$67,350
Low (50% of MFI)	\$22,350	\$25,500	\$28,700	\$31,900	\$34,450	\$37,000	\$39,550	\$42,100
Extremely Low (30% of MFI)	\$13,400	\$15,300	\$17,250	\$19,150	\$20,650	\$22,200	\$23,750	\$25,250

## **Attachment B**

### **Minor Rehabilitation and Home Security Program Specifications**

All work must be done in an industry accepted and workmanship-like manner; all materials must be new and medium grade or better. This is a firm fixed price contract. Payments are based on reimbursement. Actual costs incurred must be supported by adequate backup documentation, as determined by HCD. The following minor repairs are eligible, according to the following schedule:

<b>Job</b>	<b>Time Limit</b>	<b>Materials, tax + labor</b>	<b>Mileage <sup>1</sup></b>
<b>Home Security Devices:</b>			
Security Screen Doors with Deadbolts	2 hours		
Security Lights, Motion Sensor Lights and Solar powered motion sensor lights	1 hour		
Replacing Doorknobs/ Installing Deadbolts	1 hour		
Sliding Glass Door Locks	1 hour		
Wide Angle Door Viewer/Peephole	½ hour		
<b>Safety Devices:</b>			
Smoke Detectors/ Carbon Monoxide Detectors	½ hour		
Grab Bars in Bathrooms/Portable Grab Bars/Exterior Grab Bars	1 hour		
<b>Minor Repairs <sup>2</sup>:</b>			
Broken Glass-Window and Sliding Glass Doors	Per hour-based on job		
Window Screens	Per hour-based on job		
Sliding Glass Door Screens	Per hour-based on job		
Door and window repair to close and lock properly	Per hour-based on job		
Fences and Gate Repairs	Per hour-based on job		
Minor Plumbing Repairs	Per hour-based on job		
Minor Electrical Repairs	Per hour-based on job		
Appliance Repairs	Per hour-based on job		
<b>General <sup>2</sup>:</b>			
Yard Clean Up	Per hour-based on job		
Painting	Per hour-based on job		

Please provide a summary description of your proposed Minor Rehabilitation/Home Security program as requested in item 6 of the NOFA Application. Be sure to include a description of the above.

HCD reserves the right to impose per-household cost limits.

HCD will pay for administrative expenses, not to exceed 15 percent of job costs.

<sup>1</sup> HCD only will pay for mileage associated with the job and pick up of materials. It is expected that vehicle trips will be minimized when possible and that jobs located within five miles of each other will be performed on the same day, in order to reduce multiple trips. A program log and mileage documentation will be required for HCD review to ensure that costs are commensurate with jobs performed.

<sup>2</sup> HCD reserves the right to evaluate the reasonableness of labor costs and hours associated with each minor repair or general repair job.

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***Attachment C***  
***Shared Housing Program Specifications***

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Funds may only be used for personnel and overhead costs, services, and supply items. Real and personal property cannot be purchased with these funds.

Applicants for funding must demonstrate how their project will:

- 1) Provide 55 matches each year, 60 percent of which must last six months or longer;
- 2) Provide outreach activities;
- 3) Provide a placement program for making compatible matches;
- 4) Provide support services (i.e. transportation, legal assistance, counseling);
- 5) Provide follow-up and ongoing evaluation; and
- 6) Involve volunteers and other community agencies.

Please provide a summary description of your proposed Shared Housing program as requested in item 6 of the NOFA Application. Be sure to include a description of 1-6 above.

Preference will be given to nonprofit organizations with similar past experience.

The shared housing program will operate for one year, with the option to extend the contract(s) for an additional year.